

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**VOCATIONAL REHABILITATION MANAGER**

**JOB DESCRIPTION**

Employees in this job direct the work of professional rehabilitation counselors, rehabilitation instructors, and rehabilitation services coordinators in a variety of activities designed to provide vocational rehabilitation, guidance and counseling, training, and physical restoration to individuals with disabilities. The work requires thorough knowledge of the policies, procedures, and regulations of rehabilitation programs and considerable knowledge of supervisory techniques and personnel policies and procedures. Work assignments stem from the policies and mission of the employing department.

There are three classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

**Position Code Title – Vocational Rehabilitation Manager-2**

Vocational Rehabilitation Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a standard work area receiving executive direction.

**Position Code Title – Vocational Rehabilitation Manager-3**

Vocational Rehabilitation Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, as a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

**Position Code Title – Vocational Rehabilitation Manager-4**

Vocational Rehabilitation Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

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### **JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Monitors and has responsibility for diagnostic and intake procedures to ensure clients gain maximum benefit from the program.

Manages the District Office Placement Program, as required.

Counsels clients to initiate vocational rehabilitation and adjustment to disabilities.

Conducts surveys to determine needs and opportunities for handicappers in business and industry.

Evaluates the records of applicants and clients to determine level of aspiration, interest, motivation, aptitude, and scholastic achievement, and recommends appropriate area of training accordingly.

Provides assistance to communities in planning and research projects in such areas as human resources, rehabilitation needs, services, and accessible facilities for individuals with disabilities.

Determines procedures for surveying vocational rehabilitation services and needs in a specialized area of rehabilitative work.

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Coordinates vocational rehabilitation counseling activities by scheduling work assignments, setting priorities, and directing the work of professional rehabilitation counselors, rehabilitation instructors, and rehabilitation services coordinators.

Provides for the extension of present rehabilitation services and the development of new programs for individuals with mental or physical disabilities.

Coordinates and supervises casework in accordance with the policies and guidelines of the rehabilitation program.

Uses public relations techniques to promote cooperation and understanding of the public.

Plans and arranges for special medical treatments and services.

Directs the preparation of administrative, personnel, and statistical reports.

Gathers pertinent educational, social, medical, psychological, and vocational information relative to the clients.

Participates in job development and job placement programs, contacts prospective employers and follows up on clients who have been placed.

Evaluates programs and policies and makes recommendations accordingly.

Serves as liaison between lay and professional groups concerning difficulties facing the disabled.

Provides rehabilitative services for clients with disabilities such as loss of hearing, blindness, sight impairment, amputations, diabetes, mental deficiency, or illness, etc.

Provides assistance to subordinate instructors in classifying information and communication for the deaf and/or blind, as necessary.

Participates in special conference and training sessions designed to solve problems encountered in fieldwork.

Gives speeches and prepares promotional materials.

Develops proposals for and administers grants/cooperative agreements/fee schedules, to finance rehabilitation programs to counsel individuals with disabilities.

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### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Thorough knowledge of the principles and methods of vocational rehabilitation counseling and training.

Thorough knowledge of techniques of vocational counseling and guidance.

Thorough knowledge of the psychology of individuals with physical, mental, and cultural disabilities.

Thorough knowledge of testing techniques and test interpretation.

Thorough knowledge of federal and state laws and regulations on accommodations and accessibility.

Thorough knowledge of training and placement facilities available to individuals with disabilities.

Thorough knowledge of federal and state regulations governing casework techniques.

Thorough knowledge of occupational accessibility resources.

Thorough knowledge of the goals and objectives of vocational guidance and rehabilitation.

Thorough knowledge of community and regional planning techniques.

Thorough knowledge of the legal and industrial relations aspects of vocational training, involving apprenticeship, hours and conditions of labor, unemployment insurance, and pension.

Thorough knowledge of sampling survey methods and techniques.

Thorough knowledge of federal grants and grant writing techniques.

Thorough knowledge of medical terminology.

Thorough knowledge of training and supervisory techniques.

Thorough knowledge of equal employment opportunity and affirmative action practices, policies, and procedures.

Thorough knowledge of employee policies and procedures.

Thorough knowledge of labor relations.

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Ability to instruct, direct, and evaluate employees.

Ability to evaluate programs and policies and make recommendations accordingly.

Ability to apply casework techniques in interviewing, obtaining, and analyzing information and follow-up activities.

Ability to guide and counsel individuals with disabilities.

Ability to work with professional and technical personnel.

Ability to maintain records, prepare reports, and compose correspondence related to the work.

Ability to communicate with others effectively.

Ability to maintain favorable public relations.

Ability to develop proposals for grants to finance rehabilitation programs to counsel individuals with disabilities.

### **Working Conditions**

None.

### **Physical Requirements**

None.

### **Education**

Possession of a master's degree in rehabilitation counseling, guidance and counseling, special education, social work, psychology, or occupational therapy.

### **Experience**

#### **Vocational Rehabilitation Manager 13**

Four years of post-master's experience in vocational rehabilitation, including two years of experience equivalent to a Rehabilitation Counselor P11, Rehabilitation Services Coordinator P11, or Blind Rehabilitation Instructor P11.

OR

One year of experience equivalent to a Rehabilitation Counselor 12.

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### **Vocational Rehabilitation Manager 14**

Three years of experience equivalent to a Rehabilitation Counselor P11, Rehabilitation Services Coordinator P11, or Blind Rehabilitation Instructor P11.

**OR**

Two years of experience equivalent to a Rehabilitation Counselor 12.

**OR**

One year of experience equivalent to a Vocational Rehabilitation Manager 13.

### **Vocational Rehabilitation Manager 15**

Two years of experience equivalent to a Vocational Rehabilitation Manager 13.

**OR**

One year of experience equivalent to a Vocational Rehabilitation Manager 14.

### **Special Requirements, Licenses, and Certifications**

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

## **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

### **Job Code**

VOCRHBMGR

### **Job Code Description**

Vocational Rehabilitation Manager

### **Position Title**

Vocational Rehabilitation Manager-2

Vocational Rehabilitation Manager-3

Vocational Rehabilitation Manager-4

### **Position Code**

VOCRMGR2

VOCRMGR3

VOCRMGR4

### **Pay Schedule**

NERE-142

NERE-146

NERE-155